CABLE TV COMMITTEE MEETING MINUTES
JUNE 1, 2009

The meeting was called to order by Vice Chairperson Kobs at 4:40 p.m. in Suite 1 of the Community Plaza II building, 101 W. McMillan Street.

PRESENT: Jim Asplin, George Holck, Alderperson Wagner, Mike Kobs, Dale Yakaites (arrived at 4:51 p.m.) and Don Patterson (arrived at 4:55 p.m.)
ALSO PRESENT: Public Access Representative Jay Holbrook and Deputy Clerk Panzer
ABSENT: Jamieson Adler

ELECTION OF CHAIRPERSON & VICE CHAIRPERSON

CTV09-000 Motion by Asplin, second by Holck to reelect Don Patterson for Chairperson and Mike Kobs for Vice Chairperson.
There being no further nominations:
CTV09-025 Motion by Wagner, second by Holck to close nominations and cast a unanimous ballot for Don Patterson for Chairperson and Mike Kobs for Vice Chairperson. All Ayes.
Motion carried

SET MEETING DATE AND TIME

CTV09-026 Motion by Holck, second by Asplin to keep the meeting date on the fourth Monday of the month at 5:00 p.m. All Ayes.
Motion carried

PUBLIC COMMENTS

None.

APPROVAL OF MEETING MINUTES

CTV09-027 Motion by Wagner, second by Holck to approve the minutes of the April 27, 2009 meeting as submitted. All Ayes.
Motion carried

CORRESPONDENCE

A customer complaint form was received from Julianne Bartell. A resolution was received from Charter Communications on this customer complaint.

Holbrook suggested that a committee member follow up with Charter and/or Ms. Bartell.

Holck will follow up on Julianne Bartell's complaint with Tim Vowell.

Quarterly franchise fee payment in the amount of $48,206.47 was received. The franchise fee payments have been higher than what we anticipated.

Dale Yakaites arrived at 4:51 p.m.

Asplin suggested setting money aside for new cameras with the additional dollars from the franchise fee payments.

Holbrook mentioned that the microphones will need to be replaced in the near future.

Alderperson Wagner said that Kummer will be receiving the budget request soon, because the budget parameters have been set. This can be handled through the budgeting process as capital purchase fund.

Holbrook said that Channel 99 might require additional funds also.

CTV09-028 Motion by Asplin, second by Holck to receive and place on file the above mentioned correspondence. All Ayes.
Motion carried

UPDATE ON GRANICUS SYSTEM
Holbrook said that there is nothing new to report. The system has been running smoothly. We have had nothing but positive comments about it. There is an option for downloading MP4 videos off the site, which we continued to push for and Granicus has now worked a lot of the kinks out. This gives people a second option to download video off of the website, not just windows media files, and that option is coming free to us as well.

Don Patterson arrived at 4:55 p.m.

Alderperson Wagner said that Dan Kummer mentioned at the last meeting that he has some charts or graphs that show the usage of the Granicus System and he would like to present that to the Council.

UPDATE ON CHANNEL 99
Holbrook asked to move this agenda item down under Public Access Coordinator's Report.

REVIEW AND DISCUSS COPIER LEASE
Holbrook said that the lease on the copier is done. We now own the copier. We budgeted for lease payments through the end of the year. We do not have a maintenance contract.

Patterson suggested looking into a service contract to see what that would cost.

Yakaites suggested Holbrook check with EO Johnson to see what a service call costs and what a maintenance contract would cost. Holbrook will check into this and bring information back at the next Cable TV Committee meeting.

PUBLIC ACCESS COORDINATOR'S REPORT
Holbrook presented the Public Access Coordinator's Report for the period of April 27, 2009 through June 1, 2009. (See attached report.)

Patterson suggested letting the public know that the parade will not be broadcast live due to the Central Avenue Reconstruction Project.

Kobs suggested running a crawler across the bottom of the screen with a message.

CTV09-029 Motion by Yakaites, second by Wagner to receive and place on file the Public Access Coordinator's Report. All Ayes.
Motion carried

BILLS
The bills were reviewed.

CTV09-030 Motion by Asplin, second by Holck to authorize payment of the following bills as presented:

Telephone (City Hall)	$ .31
Soundworks Systems, Inc. (Invoices 19378 & 19420)	793.38
We Energies	11.13
Charter Business	133.18
Veolia Environmental Services	27.06
Menards (Invoices 50388, 55629 & 55593)	39.79
Tape Company	190.94
Narrator Tracks	225.00
Country Springs Hotel (Room for Dan Kummer)	109.00
Country Springs Hotel (Room for Frederica Scott)	219.98
PC Doctors	19.99
Spring Green Floral	23.98
Quill	240.46
Vidcom, LLC (Invoices 1560 & 1561)	3,470.00
Spring Green Floral	1.85
EO Johnson Company	79.99
Total	**$5,568.04**

All Ayes.
Motion carried

FINANCIAL REPORTS
CTV09-031 Motion by Asplin, second by Holck to receive and place on file the audited financial report for the period of January 1, 2008 through December 31, 2008 and the financial report for the period of January 1, 2009 through April 30, 2009. All Ayes.
Motion carried

Alderperson Wagner left meeting at 5:19 p.m.

AGENDA ITEMS TO BE PLACED ON THE JUNE 22, 2009 AGENDA
- Update on Granicus system
- Update on copier

Next meeting is scheduled for June 22, 2009 at 5:00 p.m.

Motion by Asplin, second by Yakaites to adjourn at 5:24 p.m. All Ayes.
Motion carried

Lori A. Panzer
Deputy City Clerk